

PM Board Package Preparation



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Product/Project Manager

✓ **No Mobility Agreement**

- **Regionalization in Effect**
- **Relocation Bonus**

✓ **Announcement out next week**

✓ **Boards**

- **Dec 04 - Product Manager**
- **Jan 05 - Project Manager**



Application Package Preparation

✓ **Announcement**

- **Special Requirements/Forms**
- ▮ **Checklist for Application Review before mailing**

✓ **Documents**

- ▮ **Signed ACRB**
- ▮ **Resume**
- ▮ **6 Most Recent Evaluations and Support Forms**
- ▮ **Senior Rater Potential Evaluation (SRPE)**
- ▮ **Regionalization Form**
- ▮ **Most recent non-award SF-50 (Notification of Personnel Action)**



Tips and Tricks

✓ **Timing is everything**

- **Review announcement often**
- **Mail application in advance of closing date**

✓ **ACRB**

- **Edit awards**
 - **Describe in resume**
- **Edit Leader Training**
- **Use descriptive Duty Titles in Work History**
- **Review educational levels/schools for accuracy**
- **Review Certifications for accuracy**
- **Personal information should be accurate (fax #, e-mail address (IDP))**



Tips and Tricks (Con't)

✓ Resume

- **Complexity** (people & money), **Scope, Controversy, Consequence of Error, Creativity, Timeliness, Nature of the Result**
- **Common Abbreviations acceptable**
 - **Acronyms/Abbreviations not commonly understood should not be used**

✓ Evaluations

- **Be specific**
 - **Tell what YOU did**
 - **Tell exactly HOW you did it**



Tips and Tricks (Con't)

✓ Senior Rater Potential Evaluation (SRPE)

➤ Tips for completing the SRPE

- Work w/your Supv and Sr Rater in advance
- Make sure comments reflect potential
- Comments that are program (PM) specific are useful to the board
- What is your standing in the Senior Rater's Profile?

✓ Administrative Issues

- Original Signatures
- Complete evaluations
- Matching dates
- Senior Rater IS the Senior Rater
- Discrepancies explained



Questions

